



August 2013

JSEC Newsletter

Glendive Job Service ♦ 211 South Kendrick

Office 377-3314 ♦ Fax 377-5831



Contact Job Service for all your business needs.

Posting Jobs - FEIN and UI Authenticating Process

Montana Job Service was recently the victim of fraudulent job order scams. Because of this, a new process was implemented statewide. Job Service staff are required to authenticate Federal Employer Identification Numbers (FEIN) and Unemployment Insurance (UI) numbers by verifying these numbers with employers listing job openings. The new process makes the system more secure and will not allow fraudulent job orders to be posted. It also ensures the integrity of job orders and protects business and job seeker customers alike.

The FEIN and UI numbers are unique to your business. The numbers you provide must match what is filed with our system in order for your job order to be processed. For employers who don't know these numbers, you can call **1-800-550-1513** to obtain your UI number. As for your FEIN number, you can contact your Administration office or possibly your accountant. You will be required to provide this information **EVERY** time you request Job Service to enter a job order. Keep those numbers handy! It is the reputation of you and your business that is important to us.

We appreciate your support with the new process. If you don't wish to give Job Service staff the information requested, you will have the option to self-enter your job order on-line at <http://jobs.mt.gov>.

If you have any questions, please contact the Glendive Job Service office at 406-377-3314.

Hours Worked - 14 and 15 Year Olds

School is almost back in session! A reminder for those businesses who employ 14 and 15 year olds: These young people may work 3 hours on a school day, 18 hours in a school week, and only during non-school hours between 7 a.m. and 7 p.m. ,

except from June through Labor Day, when the evening hours are extended to 9 p.m. In addition, 14 and 15 year olds may work 8 hours on a non-school day and 40 hours in a non-school week. Thanks to employers who provide opportunities for youth

to not only earn but also learn. For more information about child labor laws go to www.youthrules.dol.gov.

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Crucial Conversations Training Coming

Due to the popular nature of the March 2013 Crucial Conversations Training, the JSEC will be offering another session in early October. **Stay tuned for more information and a firm date for the training workshop.**

Remember, a Crucial Conversation is a discussion between two or more people where (1) stakes are high, (2)

opinions vary, and (3) emotions run strong.

These conversations happen in everyday life both at work and home. Learn how to communicate best when it matters most.

Career Fair - November 5th

A Career Fair is in the works for area students. Mark your calendars for Tuesday, **November 5, 2013**.

High school students from Baker, Broadus, Circle, Ekalaka, Fairview, Glendive, Jordan, Lambert, Plevna, Richey, Savage, Terry, and Wibaux high schools will be invited to visit the Career Fair be-

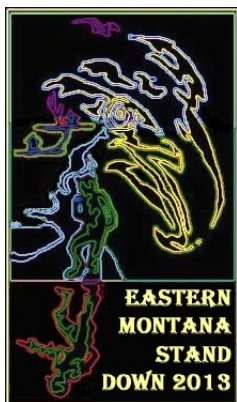
tween noon and 3:00 on November 5th.

The Committee offers the opportunity to all area businesses to have a booth at the 2013 Career Fair. Anyone who is interested in contributing to the Career Fair in any way is welcome to contact a member of the Committee or call Job Service 377-3314.

Watch for additional information SOON!



Eastern Montana Veterans Stand Down



Eastern Montana Stand Down 2013

Saturday, September 14

8:00 a.m. to 5:00 p.m.

Fort Peck Tribal Cultural Center

Poplar, MT

For more information contact the Glasgow Job Service at (406) 228-9369 or any Eastern Montana Job Service office.

A Job Fair will be a part of this years event.

The Job Fair is scheduled for 10am - 2pm.

DCC Workshop - Social Media

Twitter, Pinterest and Facebook; these web sites are some of the most popular sites on the Web. You will visit each of these sites and learn the pros and cons of using each one. Facebook is where people share information about themselves with friends. Pinterest is used to share images and videos. Twitter gives you a real-time read of what is on people's minds.

Cost: \$30
Location: DCC Room 146
Time: 2:00 - 4:00 PM
Date: September 16, 17 and 18

For more information and to register, contact Teresa Schulte tschulte@dawson.edu or (406) 377-9423.



Employment Posters - FREE

Required employment posters are available at no cost!

Posters required by federal law to be posted in each worksite:

- Equal Employment Opportunity
- Family Medical Leave Act (employers with 50 or more employees)
- Federal Minimum Wage (must be dis-

played on an employee bulletin board)

- Job Safety and Health (OSHA)
- Polygraph (does not apply to public employers)
- Uniformed Services Employment and Reemployment Rights Act (USERRA)

The large **5-in-1 poster** (available through the

Glendive Job Service) incorporates the 1st five required postings listed above. June 2013 is the most recent publication date and includes all current language. USERRA is required in addition to the 5-in-1; publication date of July 2008 is the most recent version.

Other "posters" required by Montana law to be posted on an employee bulletin board:

- Proof of Unemployment Insurance Coverage
- Proof of Workers' Compensation Coverage

These two documents are only available through the agencies providing your coverage.

Do not pay for required posters! Call Job Service at 377-3314 or stop by 211 S. Kendrick Ave.

JSEC Members

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Dawson Community College

Jeffrey Kirby
BNSF Railway

Stacey Stanfill
BOSS Office

Ross Farber
Glendive School District

Joetta Percy, JSEC Vice-Chair
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Interested in becoming a member of JSEC?

Call JSEC Chair, Kim Trangmoe at 377-6000 or any JSEC member.